
Quick Reference Guide:

Fall Career and Technical Education

This guide will help districts identify the 09-10 CTE Concentrators and enter the Post Graduation Status and Date Contacted.

Topics included in this Quick Reference Guide include:

- *Identifying CTE Concentrators*
- *Enter Post Graduation Status and Date Contacted*
- *CTE Q&A*



The Fall Career and Technical Education Data collection is a follow-up to the Spring CTE Collection. Students identified as CTE Concentrators who graduated in the 09-10 year must be contacted between October 1 and December 31, 2010 and have their current post-graduation status identified.



Before beginning this process, there are a few considerations:

1. Which students do I need to enter data for?

- Students are identified as CTE Concentrators in the Spring of their Senior year. Carl Perkins Grant requirements mandate a follow-up between October 1 and December 31 of the following school year.

2. When am I required to contact students?

- Student must be contacted between October 1 and December 31, 2010.

3. What if I am unable to reach a student?

- Certain individuals with knowledge of the student may be able to help identify a student's post-graduation status.

4. I heard through the grapevine that a student was... Can I use this information?

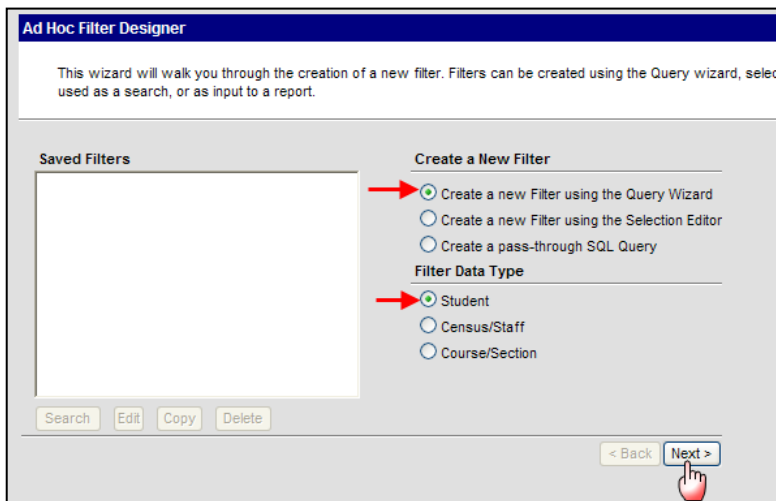
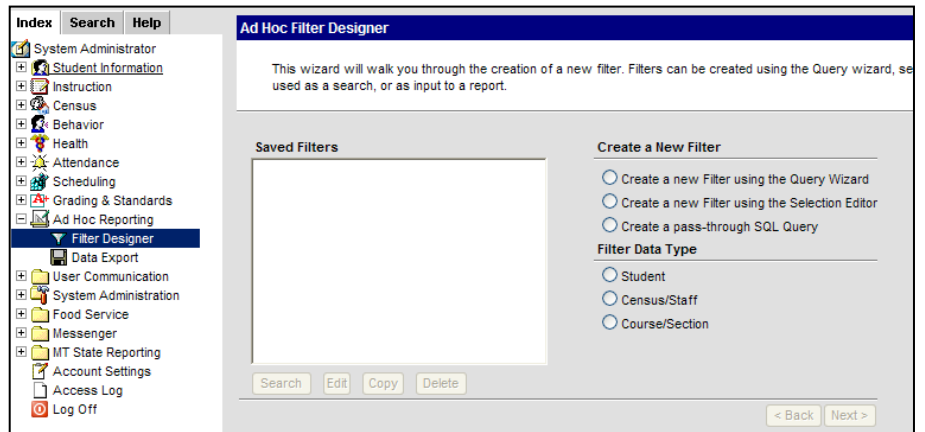
- Information from 3rd party sources may be used if they have first-hand knowledge of the student's whereabouts.

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DIRECT ENTRY

The easiest way to identify students marked as CTE Concentrators in the 09-10 year is to build an Ad Hoc Filter.

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.



From **Create a New Filter**, select *Create a new Filter using the Query Wizard*.

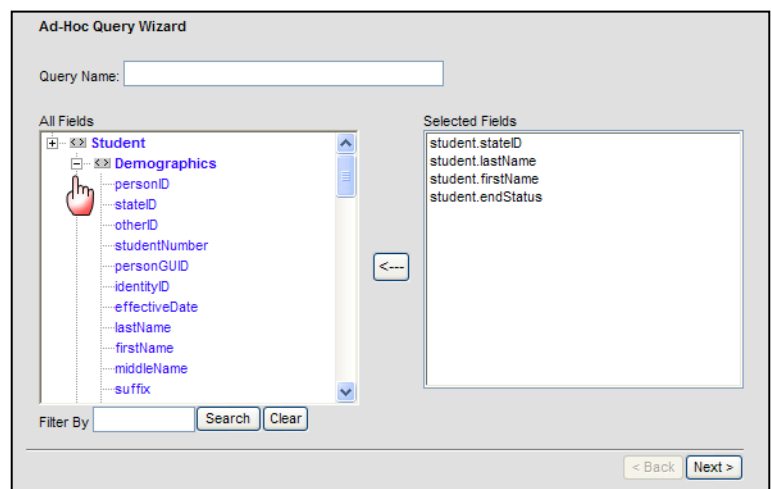
From **Filter Data Type**, select *Student*.

Click **Next**.

Expand **Demographics** by clicking on the plus (+) sign.

Select *stateID*, *lastName*, *firstName* and *endStatus*.

Close **Demographics** by clicking on the minus (-) sign.



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Ad-Hoc Query Wizard

Query Name:

All Fields

- Student
 - Demographics
 - School Calendar
 - School
 - District
 - Reporting Entity
 - Learner
 - Active Enrollment
 - Core elements
 - State Reporting element
 - stateExclude
 - residentDistrict

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.endStatus
- activeEnrollment.vocationalCode

Filter By Search Clear

< Back Next >

Expand **Learner**, **Active Enrollment** and **State Reporting** element by clicking on the plus (+) signs.

Select *vocationalCode*.

Click **Next**.

Give the query a name (e.g., **Fall CTE Collection**).

Under **Field**, find *student.endStatus*. In **Operator**, select =. In **Value**, type 400.

Under **Field**, find active

Enrollment.vocationalCode. In the **Operator**, select =. In **Value**, type 1 (one).

Click **Save**.

Ad-Hoc Query Wizard

Query Name:

Field	Operator	Value	Data Export Options		
			Output Seq	Sort	Direction
student.stateID			<input checked="" type="checkbox"/>		
student.lastName			<input checked="" type="checkbox"/>		
student.firstName			<input checked="" type="checkbox"/>		
student.endStatus	=	400	<input checked="" type="checkbox"/>		
activeEnrollment.vocationalCode	=	1	<input checked="" type="checkbox"/>		

Save Test

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If the CTE Concentrator Ad Hoc Report has already been created, check that the Year and School are set to 09-10 and high school. Follow the instructions below.

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Change the **Year** to 09-10 and **School** to high school.

Click the **Search** tab. **Select Advanced Search.**

From **Saved Filters**, select the **Fall CTE Collection** filter. Click **Search** (the search function directly under the Saved Filters box).

A list of last year's CTE Concentrators with a "graduated" status, will appear under the **Search** tab.

Click on the name of the first student. Select the **Enrollments** tab.

Open the 09-10 enrollment record by clicking on the **Edit Notepad** icon.

Scroll down to the **CTE Concentrator** section. Open the section by clicking on the plus (+) sign.

Select the appropriate **Post Graduation Status** and **Date Contacted**.

Click **Save**.

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FILE UPLOAD

CTE Concentrator information may also be uploaded directly from a district's Student Information System.

Extract the file as a *.tsv or *.txt file.

From the Index, expand MT State Reporting and select MT Data Upload.

From Import Type, select Career and Technical Education. From Work to Perform, select Validate and Test. Browse for the file and click Upload.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

Import Options

Import Type: Career and Technical Education

Work to Perform: Validate and Test File

File: C:\Documents and Settings\ \Desktop\CT_0556_08 [Browse...] [Upload]

Or

Result File: [] [Load]

Results:
File Name: CT_0556_08102010.tsv
Processing Started Time: Tue Aug 10 13:33:49 CDT 2010.
Processing Finished Time: Tue Aug 10 13:33:51 CDT 2010.
Total Time To Process File: 2 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0
Warning Count:0

Error Detail:
Line Number Error Message Content
No Errors

Warning Detail:
Line Number Warning Message Content
No Warnings

Check the Import Results Summary for errors. Fix any Errors and review Warnings .

Once the report is free of errors, return to MT Data Upload.

Set the Import Type to Career and Technical Education, the Work to Perform to Load Partial File and browse for the file.

Click Upload.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

Import Options

Import Type: Career and Technical Education

Work to Perform: Load Partial File

File: C:\Documents and Settings\ \Desktop\CT_0556_08 [Browse...] [Upload]

Or

Result File: [] [Load]





Appendix M:

Area Of Concentration

CODE	NAME	DEFINITION
01	Agriculture	The majority of the CTE credits were earned in the study of Agriculture.
07	Business	The majority of the CTE credits were earned in the study of Business.
20	Family and Consumer Sciences	The majority of the CTE credits were earned in the study of Family and Consumer Sciences.
17	Health Sciences	The majority of the CTE credits were earned in the study of Health Sciences.
08	Marketing	The majority of the CTE credits were earned in the study of Marketing.
21	Technology Educ/Industrial Arts	The majority of the CTE credits were earned in the study of Technology Educational/Industrial Arts.
40	Trade and Industrial	The majority of the CTE credits were earned in the study of Trade and Industry.
60	Blend	CTE credits were earned in a blend of the other CTE concentrations.

ALL AREA OF CONCENTRATION CODES REQUIRE ZERO PADDING

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Appendix O: Post Grad Status

CODE	NAME	DEFINITION
01	Post-secondary Education or Training	After the student graduated from high school, they attended a post-secondary education program or additional training.
02	Employed	After the student graduated from high school, they became employed.
03	Unemployed	After the student graduated from high school, they became/remained unemployed.
04	Military	After the student graduated from high school, they joined the military.
05	Not Known	The student's status after graduating from high school is not known.
06	Other	The student's status after graduating from high school is something other than above options.

ALL POST GRAD STATUS CODES REQUIRE ZERO PADDING

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